Gmail

**jobs Wbproject <jobswbproject@gmail.com>**

# office assistant

1 message

**mateen jamil** <j-mateen@hotmail.com> Thu, Dec 22, 2022 at 3:38 PM
To: "jobswbproject@gmail.com" <jobswbproject@gmail.com>

Project Director
Karachi

Subject: Office Assistant

Respected sir,

As A Highly skill and experience, I am writing to express my interest at your organization and I know I would make a valuable addition to your team.

Please review my attached application for additional details regarding my expertise. Do not hesitate to reach out if you have any questions or need further clarifications.

Thank you for your consideration

Sincerely,

Miss mateen

**CV MissMateen - Copy.docx**
20K

**Miss Mateen Jamil**
*H# D/137, St #13, Mehmoodabad #4, Karachi*
*Phone#0345-2430853*
*E-mail.* j-mateen@hotmail.com

## O b j e c t i v e

To obtain a challenging & dynamic job in an organization that will allow me to polish my professional skill to accomplishment of organization objectives & also offer me a personal & professional growth.

## E x p e r i e n c e

| | |
|---|---|
| ***Organization*** | **British Council Karachi** |
| ***Designation*** | Assistant supervisor/Invigilator in Examination<br>(may-2014 to currently working) |
| ***Organization*** | **NADRA Karachi** |
| ***Designation*** | Supervisor (NSER Project )<br>(From Augest2020 to May 2021) |
| ***Organization*** | **Allied bank Limited** |
| | Defence Road Branch<br>15-Sep-2010 to 04-Sep-2011 |
| ***Designation*** | Phone Banking Officer |
| ***Organization*** | **A DOT Solution** |
| *B r a n c h* | Zamzama Karachi<br>01-Dec-2008 to 31-Dec-2008 |
| ***Designation*** | Account Assistant |
| ***Organization*** | **Askari Bank Limited** |
| *B r a n c h* | I.I Chundrigar Road Branch<br>01-Oct-2007 to 31-Dec-2007 |
| ***Designation*** | Sales Officer |

## Q u a l i f i c a t i o n

- M.A (Economics )2-Division :Karachi University(Private) :
- B.com (2nd-Division) : Govt Commerce College For Woman
- F.S.C Pre Eng (C- grade ) : P.e.c.h.s Govt College For Woman
- S.S.C (B-grade ) : Rashida Memorial Sec.School

## T e c h n i c a l Q u a l i f i c a t i o n

- .Banking Accounting
- (may-2-2013 to sep-2-2013) :Bbsyd (south city college)
- .Air Ticketing Basic Course(AUG2012) :PIA Training Center
- Merchandising (2003) Training :Pakistan Readymade Garment Technical Institute
- Quality Control & Quality Assurance Training :Pakistan Readymade Garment Technical Institute

## C o m p u t e r L i t e r a c y

*Ms Office*
*:*

- MS. Word
- MS. Excel
- MS. PowerPoint

## Competencies

- Committed to motivate, develop and empower others.
- Dedicated to manage tasks well even under short deadlines.
- Strong Interpersonal and Communication Skills.
- Ability to lead and work well with teams.
- Ability to convince others.

## P e r s o n a l

| | | |
|---|---|---|
| Father's Name | : | Jamil Khan |
| Gender | : | Female |
| Religion | : | Islam |
| Nationality | : | Pakistani |
| D.O.B | : | 01-03-1982 |
| Domicile | : | Karachi(urban) |

## I can read, write and speak

- English
- Urdu
- Punjabi

## I am fond of

- National Geographic Channel
- Reading books and documentaries
- Gardening
- Playing Badminton

## References

Will be given on request